

State of California
Department of Health Services

September 5, 2003

CHDP Program Letter No.: 03-18

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S
MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE
STAFF

SUBJECT: PROCEDURES FOR DISTRIBUTION OF CHDP PROVIDER
INFORMATION NOTICES (PIN)

With the introduction of the CMS Online Archive, the procedures for distributing PINs have changed slightly. The purpose of this letter is to outline the steps for PIN distribution. (For more details on the CMS Online Archive, see CMS Information Notice No.: 03-07.)

Background

PINs are used to communicate new or revised policies and procedures to CHDP providers. A PIN is always issued in conjunction with a CHDP Program Letter (PL).

Local CHDP programs are still required to distribute a PIN to their provider community. Upon completion of this task, CHDP programs must mail a completed "Report of Distribution" to the CMS Branch. The reports are used by the CMS Branch to confirm and document the distribution of a PIN to CHDP providers.

The "Report of Distribution" now has a control number (DHS 4504) and is available on the CHDP website. The DHS 4504 is a stand-alone form and, as such, will not accompany the PL and PIN as in the past. Directions for accessing the DHS 4504 are provided below.



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Procedures

When new CHDP PLs and PINs are posted on the CMS Online Archive, CHDP Directors and Deputy Directors are notified via e-mail. Note that documents will **not** have an actual signature, but will state "Original Copy Signed by..." (as seen at the end of this letter).

Local CHDP programs must:

1. Print the PIN off the CMS Online Archive.
2. Make sufficient copies for the local provider community. **No changes** are to be made in the PIN or its related enclosure(s).
3. Distribute the PIN to the provider community within 45 days of the date on the PIN.
4. Complete a DHS 4504 after the PIN has been distributed to the provider community.
 - a) The DHS 4504 can be accessed in the following ways:
 - From www.dhs.ca.gov/chdp, click on the "Forms and Publications" link and then click on "Report of Distribution" (items are listed alphabetically),
 - from www.dhs.ca.gov/chdp, click on the "Letters and Notices" link, then click on "CHDP Program Letters and Provider Information Notices," and finally click on "Report of Distribution," or
 - go directly to www.dhs.ca.gov/publications/forms/pdf/dhs4504.pdf.
 - b) After opening the DHS 4504, type in the following information:
 - The number (e.g., 03-16) of the PL and the associated PIN,
 - the name of the CHDP program's city or county,
 - the date the PIN was mailed from the local CHDP office (e.g., 7/21/2002), and

- the name and title of the CHDP Program representative completing the form.
- c) Print out the form.
- d) Sign and date the form.
5. Mail the completed DHS 4504 to the address at the bottom of the form. The DHS 4504 can be folded into thirds and inserted into a number 10 window envelope so the address shows through the window. It must be mailed within 45 days of the date on the PIN.

If you have any questions about these procedures, please contact your regional nurse consultant.

Original Signed by Maridee Gregory, M.D.

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Children's Medical Services Branch